



GEORGE WASHINGTON CARVER MUSEUM & CULTURAL CENTER

BOYD VANCE THEATRE

RESERVATION **REQUEST** FORM

**1165 Angelina Street
Austin, TX 78702
(512) 974 - 4926**

This application serves as a request for theater space.
It does not confirm a theater reservation.
Austin Parks & Recreation Department



GEORGE WASHINGTON CARVER THEATER APPLICATION

1165 Angelina Street
Austin, Texas 78702
512-974-4926

Event Date & Time _____

Move-in date & time _____

Move-out date & time _____

PLEASE PRINT

APPLICANT:

Title of Production/Event _____

Type of Production	Space	Spaces	Dates and Times
Play/Musical	Lobby	M	
Dance Concert	Conference	T	
Music Concert	Dance Studio	W	
Lecture/Public Forum	Classroom	TH	
Film	Memory Room	F	
Other: Describe below	Kitchen	S	
	Hallway	S	
	Downstairs Atrium		

Public Event ☐ Private Event ☐

Name of Artist(s) or Arts Organization requesting space (circle one)

Name of Artistic Director (if applicable) _____

Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

Day Phone (____) _____ Evening Phone (____) _____

Mobile Phone (____) _____ Email _____

Web Address _____

Alternate Contact Person _____

Day Phone (____) _____ Evening Phone (____) _____

Mobile Phone (____) _____ Email _____

George Washington Carver Museum & Cultural Center
1165 Angelina St. Austin, TX 78702
(512) 974-4926 Fax (512) 974-3699



Give a brief description of the production: _____

Estimated Attendance

Number of estimated attendance per performance _____ X _____ (# of performances) = _____ total attendance

Target Audience

For what ages is your production appropriate? ☐ Adult ☐ Youth, what ages _____ ☐ Families – all ages

Is this a bi-lingual production? _____ Yes _____ No

If yes, what language will be spoken _____ and what level of knowledge of that spoken language will audience members need in order to understand the production? Check the most appropriate response.

☐ No/limited knowledge ☐ Moderate level of knowledge ☐ High level of knowledge

Ticket Sales (check the boxes that apply):

Ticket \$ _____ ☐ adult _____ (age i.e., 18 & above)
Ticket \$ _____ ☐ youth _____ (age i.e. 17 & below)
Ticket \$ _____ ☐ senior _____ (age i.e., 55 & above)
Ticket \$ _____ ☐ group _____ (minimum number in group to qualify for group rate)
Ticket \$ _____ ☐ other _____

Where and when do you plan to sell tickets for your production/event?

Cast and Crew

Number of adult performers _____
Number of youth (under 18) performers _____
Number of staff/crew _____

Scenery, Special Lighting and Effects, Sound Reinforcement

Will the event require scenery? _____ Yes _____ No

If yes, provide a brief description of the scenery.

Are you willing to *partially strike your set* in the event that the Carver must use the theatre for another activity?

(for example, film, lecture, etc.) _____ Yes _____ No

Will the event require special lighting? ☐ Yes ☐ No

If yes, provide a brief description of the special lighting.

Does your production/event have someone qualified in **Theatre Lighting**? ☐ Yes ☐ No

If not, would you like some recommendations? ☐ Yes ☐ No

Will the event require special effects? ☐ Yes ☐ No

If yes, provide a brief description of the special effects.

Will the production/event require special sound equipment? ☐ Yes ☐ No

If yes, provide a brief description of the special sound equipment.

Does your production/event have someone qualified in **Sound Design/Sound Equipment**?

☐ Yes ☐ No

If not, would you like some recommendations? ☐ Yes ☐ No

PLEASE NOTE: At the time the Reservation Agreement is signed and deposit is made, the Artistic Director and/or Production Manager of **THEATRICAL PRODUCTIONS** must submit Technical Crew Information.

Receptions

Will your event host a reception of any kind during the rental? ☐ Yes ☐ No

Will your event serve food? ☐ Yes ☐ No If food is not pre-packaged, a health permit is required. Permit must be secured no less than ten business days before event. <http://www.austintexas.gov/ehsd>

Do you intend to serve alcohol? ☐ Yes ☐ No

PLEASE NOTE: There is a process for serving alcohol that must be followed. Submit the Seller Training Certificate for "a." The Renter is responsible for paying for the officer to be here along with developing a containment plan for "b."

- a. Texas Alcohol Beverage Commission, Seller Training Certification***
- b. A peace officer or Police Officer must be present during event***

PLEASE NOTE: There is a **\$25.00 kitchen use fee** each day the kitchen is used.

Special Needs

Would you like all four handicap spaces available for wheelchairs for your event?

☐ Yes ☐ No

Would you like for the Hearing Impaired Aide devices available for your patrons?

☐ Yes ☐ No

Support Materials

You are welcome to attach materials that relate to your theater rental application that may be helpful to the selection committee.

NOTE: The lobby can be used rent-free for ONE night in conjunction with the rental of the theatre to host a reception. Lobby use is subject to equipment fees.



Proposed Use Dates and Times:

Year: _____

Move-in:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Rehearsals:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Performances:

How long is the performance? _____ hours

List all time needed prior to the performance and after the performance:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____, Performance _____ am/pm

Move-out:

Dates: _____ - _____ Time: From _____ am/pm To: _____ am/pm # of hours _____

Summary of Proposed Dates as listed above:

Move-in to Move out dates: _____ to _____

Number of dates for move-in _____

Number of dates for matinee performances _____

Number of dates for rehearsal _____

Number of dates for move-out _____

Number of dates for evening performances _____

Number of dates for morning performances _____



GEORGE WASHINGTON CARVER MUSEUM & CULTURAL CENTER THEATRE

Fees

FEES ARE COLLECTED FROM MOVE-IN TO MOVE-OUT TIME AS FOLLOWS:

A \$20 charge shall be paid on all returned checks.

DEPOSIT \$100 (refundable)

Your reservation is considered tentative until a \$100 deposit has been receipted and a reservation agreement has been signed.

Deposit will be returned upon final inspection of the theater and any other areas used. If areas used are restored to original condition (reasonable wear and tear expected), clean and without damage and/or if the Renter does not use the facility beyond the hours agreed to in the reservation agreement, the deposit will be returned in full. The deposit will be mailed from the City of Austin to the Renter who signed the Reservation Agreement. The reservation deposit converts to a cleanup and damage deposit if determined that repairs are needed.

Facility rental fees shall be paid in full 30 days prior to the date of first scheduled use. Should the reservation be made within 30 days before the first scheduled use date the deposit and facility rental fees shall be due when the reservation is made.

If a deposit is not submitted a week after the application is turned in, the tentative reservation will be cancelled. If the total amount is not paid a month ahead of the reservation date, we reserve the right to cancel the event and refund any amount paid.

Liability Insurance and Business Automotive Liability Insurance are also required. See attached forms.

Reservation fees are collected for rehearsals outside of facility hours of operation or for any performances scheduled. A per unit charge is assessed for equipment that is not built into the space. If the classroom, conference room, dance studio and memory room are asked for during museum hours, there is a per hour charge to use those rooms. Dance Studio \$50 per hour, Conference Room \$30 per hour, Classroom \$30 per hour, Memory Room \$15 per hour.

Rehearsals within GWC Hours of Operation are free. A \$122 per hour overtime charge is incurred if the renters use the space beyond their requested contract time. The overtime charge starts 15 minutes after the scheduled end of the event.

Reservation Fee Chart:

CLEAN-UP/DAMAGE DEPOSIT	\$100
REHEARSALS	See below for charges
During Museum Hours: M-W 10AM-6PM, TH 10AM-9PM, F 10AM-6PM SAT 10AM to 4PM	No charges during museum hours
After Museum Hours: M-W AFTER 6PM, TH AFTER 9PM FRIDAY AFTER 6PM or SAT AFTER 4PM and CLOSED ON SUNDAYS	\$488 (4 hour minimum) Detail: Facility Rental Fee \$67 X 4 hours = \$268 Utility Fee \$15 X 4 hours = \$60 Staff Fee \$40 X 4 hours = \$160
PERFORMANCES	\$488.00 (for four hours)
ALL PERFORMANCES SCHEDULED	\$488 (4 hour minimum) Detail: Facility Rental Fee \$67 X 4 hours = \$268 Utility Fee \$15 X 4 hours = \$60 Staff Fee \$40 X 4 hours = \$160
OVERALL CHARGE (for four hours)	\$588



GEORGE WASHINGTON CARVER THEATRE TECHNICAL SCHEDULE

NOTES

Please share any other information about your production/event!

